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Report for Week Ending 25 March 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

25X1 [] assisted the DD/S Emergency Planning Officer in the retirement of one cubic feet of T.S. records.

2. Assignments

25X1 a. Filing Equipment []
OP/Contract Personnel Division
OP/Records Services Division
OCR/Library
Security/Building 13

25X1 []
EE/DD/P
FE/DD/P

No change from previous report.
OO/FDD Translation Index

The seven 3 x 5 card cabinets were received this week and the transfer of records from seven safes to cabinets is complete. Due to expansion room needed within each drawer and the reluctance of the Office personnel to use the bottom drawers a request for two additional cabinets has been made. However, we have recommended a cut-off period be established for these records. This would eliminate the need for additional cabinets and release sufficient space for expansion. A follow-up of this recommendation will be made in the near future.

b. Records Systems

none

c. Records Schedules

25X1 OO/FDD [] et al)

Revised records schedules are being typed.

25X1 OCR []

Received from Chief, Records Center, list of questions on old and new schedules which will require checking with ARO/OCR.

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d. Special Projects

25X1 OSS Records/RI []
Review of the OSS records was begun.
Support Staff Records/DD/P [] 25X1
Survey in the FE area has been completed. Survey is now being conducted in the PP area.
Review of Clerical Training in Filing [] 25X1
Improvements of training aids.
New kits of cards for alphabetical filing prepared by IAS Pool Arranged with ARO/OTR for transfer of 4-drawer legal file. cabinet for use as "mockup" file and storage of training kits.
25X1 Agreed with [] Chief of Induction Training/OTR/CT, on practice and test materials for classifying.
25X1 Issuance of [] Handbook for Subject Filing as unclassified publication.
Obtained from Records Center negatives used in original printing. Discussed re-use of these negatives with [] OL/PSD. 25X1

3. Vital Materials


25X1 [] OO/FBIS and [] DDP, visited the 25X1
25X1 Repository. [] assisted in the coding of FBIS materials to make them consistent with the new category coding developed in the revised FBIS schedule. [] was taken on a tour of the Repository and the Records Center as part of his training in records management activities.
25X1 [] ORR/Factory Marking Center Staff inspected their Vital holdings. Arrangements were made to provide for rotation of certain operational supplies and equipment that would be needed in emergency operations. It was proposed that these items be included on ORR VM schedule and that the rotation be enforced through the establishment of retention periods in the Vital Materials schedule.
It appears that the filming of the 3x5 card file index in the Office of Security (both overt and covert) will be discontinued.
25X1 [] met with the Records Management personnel in the Office of the Secretary of Defense to discuss the vital materials program in that office. A report of that meeting has been made.
Microfilming in the OCR/GR and the Office of Communications continues.

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4. News

Members of the Staff attended the IRAC meeting on 20 March.

Arrangements were made with photographers in Graphics Register to photograph shelf file installations in IR/OCR and Map Library/ORR to be used for briefings, etc. Film processing is complete and slides are available for use. 

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